voicemail

Note: Voicemail services require the voicemail module to be installed.

enter a personal greeting

Press the “message” key

Enter your Station number or select the Station from the menu

Then enter your voice mailbox password followed by #

Select greetings

Follow the text and voice prompts to enter and check your greeting

turn on your voicemail

Divert on ‘no answer’ to the voicemail is automatically set when a voice mailbox is allocated to your station

You may also select the other divert options as required

Press the scroll down key until ‘station divert’ is displayed

Select station divert

Select station divert on busy or

Select station divert all calls

Select ‘station divert to voicemail’

retrieve messages from your voice mailbox

The ‘message waiting’ light indicates that a new message has been left

Select new voice messages

Enter your station number or select the station from the menu

You will be prompted to enter your voice mailbox password, followed by #

Select play

change your voice mailbox password

Press the “message” key,

Enter your station number or select the station from the menu

Enter your existing password, (default is 1111), followed by #

Press the scroll down key

Select change password and

Enter your new password (up to 8 digits long – e.g. 12341234)

Select confirm or press #

personal speed dials

Program your personal speed dial list – numbers and names. Only external numbers can be programmed into speed dials

Press the directory key, then

Select personal entries

Select the location you want to program, and

Enter the number (no leading zero is required)

Select confirm

When prompted enter a name

Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E, three times for F; and so on. Wait two seconds for the screen cursor to move on before entering the next letter. A maximum of ten characters per name (including spaces) is allowed. On completion of the name

Select confirm

Press the hands free key to finish programming

dial a number from your personal speed dial list

Press the directory key, then

Select personal speed dial

Select the desired location and the number will be dialled

system speed dials

Any extension can program the 500 system speed dial numbers once they enter the system password

program system speed dial list – numbers and names

Press the directory key, then

Press the scroll down key

Select system entries and then

Enter the system password

Select the location you want to program, and

Enter the number, and then

Select confirm

When prompted to enter a name

Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E, three times for F; and so on. Wait two seconds for the screen cursor to move on before entering the next letter. A maximum of ten characters per name (including spaces) is allowed. On completion of the name

Select confirm

Then select the outgoing line group

Press the hands free key to finish programming

dial a number in the system speed dial list

Press the directory key, then

Select system speed dial and then

Enter the first letter of the name

Select the entry and the number is dialled

key feature summary

Feature	Code
Account Codes	791
Call Pick-up (incoming calls only)	726
Call Pick-up Group (all calls)	727
Tone Protection	725 (R725)
CLIR activation	724
Conference	R3
Display Messages	729 (1–8)
Divert All	732 xx
Divert on Busy	733 xx
Divert on No Answer	734 xx
Do Not Disturb – set/cancel	736
Log in / Log out of Hunt group	723
Door Open	731 (R731)
Station Lock – change code	714 xxx
Station Lock – lock/unlock	713 xxx
Long Line Station	52
Follow Me	735 (Password) xx
Group Divert All Calls	792
Group Divert on Busy	793
Group Divert on No Answer	794

Feature	Code
Night Service – on/off (Station 20 only)	738
Operator/Station 20	9
Page – Keystations	7
PA – answer	717
PA announcement	720
Page All	795
Pick up parked call	712
Redial	77
Reminder Call	718
Reminder Call cancel	718*
Retrieve a call placed on hold	719
Reset telephone	739
Saved Number Redial	781–785
Speed Dial – personal numbers	74 (01–30)
Speed Dial – system numbers	8001-8500
Speed Dial / Programming personal numbers	75 (01–30)
Voice call (to an individual Keystation)	715
Voice Mailbox number	710
Voicemail–retrieving	711
Waiting tone	R8

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COMMANDER® Connect

Connect V6

Executive IP keystation quick reference guide

COMMANDER® Connect

Connect Executive IP Phone features

features

01 voice message indicating light
02 speaker
03 volume
04 scroll
05 hold
06 voice message retrieval key
07 cancel
08 programmable keys
09 program
10 message
11 directory
12 network
13 mute

The Executive IP Keystation provides similar functionality as the Connect Executive Keystation. It has a similar menu system with Program, Message, Directory, ISDN, as well as 16 programmable keys. It also has a Voice Message indication light, speaker with volume control. Additionally it has a Hold and Voice Message button.

Keystation setup

To select a different ringing tone
Select program
Press the scroll down key
Select ringing options and select a different ringing tone
Press the scroll down key
Select confirm or exit to cancel
To select a different display contrast
Select contrast options and select a different level of contrast
Select exit

answering and making calls

answer a call that is ringing on the Keystation using the handpiece

Pick up the handpiece or
Select answer the call and/or pick up the handpiece

answer a call that is ringing on the Keystation using hands-free

Select answer the call

make an external call

Pick up the handpiece
Press a free line key or dial 0 and then the number

make an internal call

Select internal call
Select the appropriate station, or
Dial the station number (20 - 59 or 150 -161), and pick up handpiece

transferring calls

Note: The following instructions assume you are on a call

transfer a call to an internal number

Select Internal transfer
Select the appropriate station, or
Dial the station number (20 - 59 or 150 -161) and when the call is answered
Select transfer

transfer an external call to an external number

Select external transfer
Select an available line as indicated by '<>' and then
Dial the external number and when the call is ringing on the external number
Select transfer

deflecting calls

Note: The following instructions assume that your station is ringing

deflect a call to another station

Select deflect the call
Select Stn. no.

deflect a call to your voicemail box

Select Deflect to voicemail

diverting calls

divert all calls

Press the scroll down key until "Group Divert" or "Station Divert" is displayed
Select divert
Select divert all calls
Dial the internal station number (20 - 59 or 150 -161), or
Dial 0 and the target external number, and press 'confirm', or
Press 'Divert to voicemail'

cancel divert all calls

Select cancel divert

divert calls when your station is busy

Press the scroll down key until "Group Divert" or "Station Divert" is displayed
Select divert
Select divert when busy
Dial the target station number, or
Dial 0 and the target external number, and press 'confirm', or
Press 'Divert to voicemail'

cancel divert a call on busy

Press the scroll down key until "Group Divert" or "Station Divert" is displayed
Select divert
Select divert when busy and the diversion is cancelled

divert calls when your station does not answer (after four rings)

Press the scroll down key until "Group Divert" or "Station Divert" is displayed
Select divert
Select divert on no answer
Dial the target station number, or
Dial 0 and the target external number, and press 'confirm', or
Press 'Divert to voicemail'

cancel divert a call on no answer

Press the scroll down key until "Group Divert" or "Station Divert" is displayed
Select divert
Select divert on no answer and the diversion is cancelled